

DIRECTOR OF LIBRARIES

NATURE OF WORK

This is administrative and professional library work in managing the public library system.

Work involves responsibility for planning, directing and coordinating all activities of the library system. Subject to the general policies established by the Library Board and governing officials, the employee in this class is responsible for planning the long term development of the library program. Considerable authority for performance of administrative activities is delegated and the major emphasis for the work is for the overall administration and coordination. Supervision is exercised over a staff of professional, sub-professional, clerical, and semi-skilled employees. Work is performed under general direction of the Library Board and governing officials.

EXAMPLES OF WORK PERFORMED

Studies methods and makes plans to develop the services of the library system to meet more effectively the present and future community needs.

Plans new library buildings and facilities including their location and furnishings.

Presents official reports keeping the appropriate city officials and the library board informed about library operations and services.

Instructs supervisory personnel in general policies and procedures and conducts staff conferences and meetings.

Confers with and advises staff on problems related to the administration of the library services.

Coordinates library activities with other city departments.

Confers with other state, county, municipal officials, citizens, clubs, and other community organizations, explaining the library system objectives, policies, and services.

Participates in community activities and programs, presenting lectures and talks about library services.

Prepares the annual budget estimate for review by the library board and submission to the City Council.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles, methods and practices of library administration.

Extensive knowledge of community needs and interests in relation to library services.

Thorough knowledge of reader interest levels and a wide knowledge of books and authors.

Thorough knowledge of sound methods of management in relation to the operation of a growing public library system.

Ability in establishing and maintaining effective working relationships with community leaders, public officials, professional groups and the general public.

Ability to analyze library needs and to evaluate library services.

Ability to speak and write effectively.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a completion of an accredited master's degree in library science; and thorough experience in professional library work in a supervisory capacity.

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